

# **Fort Detrick**

# **Advisory Center**



**Employee Handbook**  
**2004**

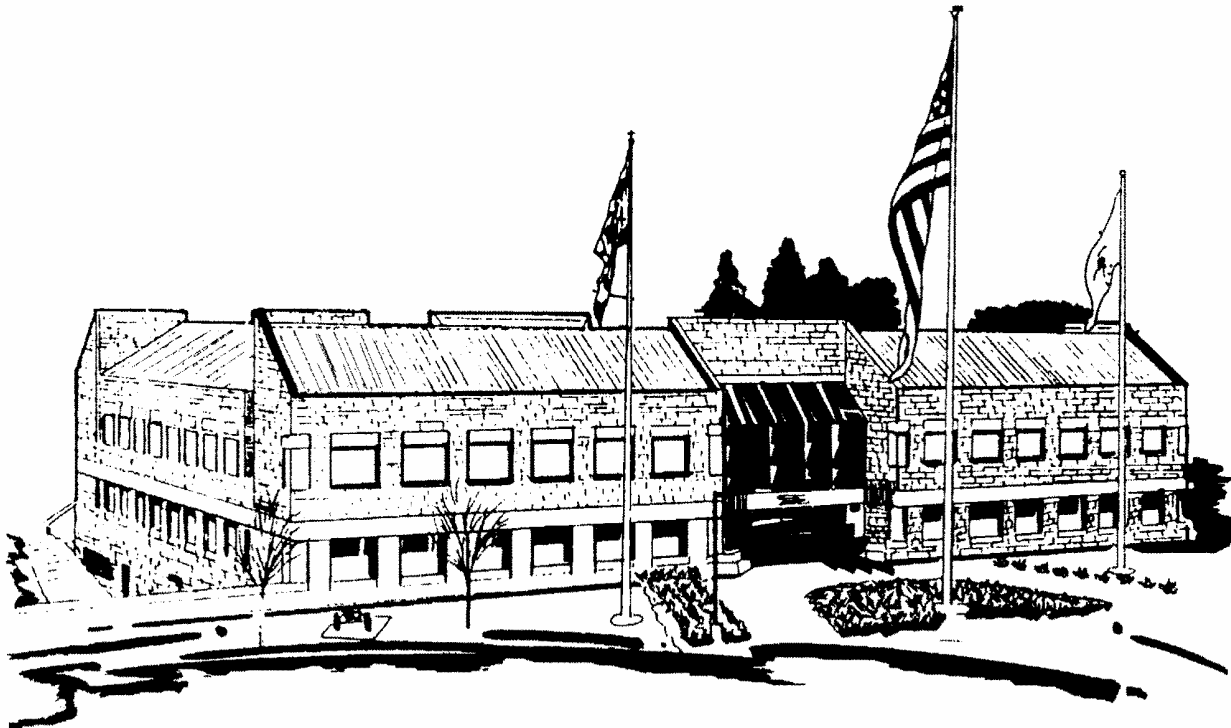
## Table of Contents

	<u>Page</u>
Welcome Letter.....	5
Organizational Chart (CPAC).....	6
History of Fort Detrick.....	7
About Your Federal Employment.....	8
Type of Appointment.....	8
Performance Evaluations.....	9
Awards.....	10
Personnel Demonstration Project (PDP).....	10
CPAC/CPOC.....	13
Pay Day.....	14
Within Grade Increases.....	14
Electronic/Member Self Service (E/MSS).....	16
Army Benefits Center - Civilian.....	17
Health Benefits.....	19
Life Insurance.....	20
Survivors Benefits.....	21
Thrift Savings Plan.....	22
Retirement.....	24
Civil Service Retirement System (CSRS) .....	24
Federal Employee Retirement System (FERS) .....	24
Retirement Eligibility .....	25
Agency-Initiated Disability Retirement .....	25
Prior Military Service .....	26
Deposit .....	26
Redeposit .....	27
VERA/VSIP.....	28

Leave.....	29
Family & Medical Leave Act (FMLA).....	31
Family Friendly Leave Act (FFLA).....	32
Definition of Family Member.....	33
Employee Eligibility for Leave to Meet Family Needs.....	34
Leave-Based Actions - The Basics.....	35
Voluntary Leave Transfer Program.....	39
The Work Number for Everyone (Employment Verification.....	41
EEO Matters Impacting Personnel.....	43
Applying for Vacancies -Resumix.....	48
Spouse Preference Program Registration.....	49
Veterans Readjustment Authority (VRA).....	49
Websites Information.....	51
CPAC Information Fact Sheet.....	52



**FORT DETRICK, MARYLAND**  
**CIVILIAN PERSONNEL ADVISORY CENTER**



Welcome to the Civilian Personnel Advisory Center (CPAC) of Fort Detrick, Maryland. You are now one of approximately 2,200 civilian employees receiving personnel services from the CPAC Staff in one of over 200 different occupations. We hope you will find your position both challenging and rewarding.

The CPAC is ready to provide you with professional and timely guidance and assistance in human resources. This booklet is designed to give you general information on various services provided, and some points of contact to get you started.

We look forward to working with you and assisting you in a variety of ways. You need only call us. It is our hope that your career at Fort Detrick or with one of our associated field activities will be a long, pleasant and rewarding one.

CAROL E. DICK  
Human Resource Officer  
Civilian Personnel Advisory Center

# **CIVILIAN PERSONNEL ADVISORY CENTER**

***Fort Detrick, Maryland***

## **PERSONNEL OFFICER**

Carol E. Dick	619-2247
Fax	619-2465
DSN	343

## **PAYROLL LIAISON**

619-3235

## **NON-APPROPRIATED FUNDS**

619-2760

## **RECEPTION DESK**

619-2247

Job Information Line	619-2783
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## **SPECIALISTS**

USAMRAA, WRAIR, USARIEM, 302nd	619-3367
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USAARL, USAHFPA, USAMMDA USAMRMC, USAMRIDD, USACEHR, 21st	619-3356
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FDEO, 114 <sup>th</sup> , RR, MC4, CLINICS, CBMS, DOIM, SEIPO, DMSB, USAG (Special & Personnel Staff), USAG & CMD Group, RM, CPAC, Industrial Hygiene, DIS	619-2248
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USAMMA, ISR, DCS, PMO, FIREFIGHTERS, STUDENT HIRE, SPO, TAO	619-2756
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MER/Labor	619-3370
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MER/Labor	619-3344
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## **ASSISTANTS**

WRAIR, USAMMA, USAARL, HFPA, USARIEM	619-3238
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RR, DIS, SEIPO, MC4, CBMS, DMSB, TAO, 21 <sup>st</sup> , Detrick Fire Department	619-2176
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Health/Dental Clinics, IH, 302nd, CPAC, RM, DOIM, FDEO, 114 <sup>th</sup> , PMO, DCS, SPO, USAG (Special & Personnel Staff), USAG CMD Group	619-7671
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USAMRIID, HQMRMC, USAMMDA, USAMRAA, USACEHR, ISR	619-3233
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## *History of Fort Detrick*

Fort Detrick plays an important role in our National Defense. A United States Army Medical Command installation, it supports 38 tenant organizations performing biomedical research and development, medical materiel development and management, global strategic and administrative telecommunications services, and research on foreign plant diseases. The installation support extends to four cabinet level agencies: Department of Defense, Department of Agriculture, Department of the Treasury, and Department of Health and Human Services. Employing nearly 5,600 military, civilian, and contractor employees, Fort Detrick is the largest employer in Frederick County, Maryland.

The workforce is justifiably proud Fort Detrick was named an Army Community of Excellence (ACOE) winner, an honor shared with only 13 other installations competing against more than 100 Army installations worldwide. The ACOE competition recognizes the efforts of managing customer's needs and its people and business systems and processes. An important competition criteria is human resource focus and services, where the Fort Detrick Civilian Personnel Advisory Center (CPAC) plays an important role.

Currently comprised of 13 staff members, the office provides the full range of CPAC support and services under regionalization. In addition, it administers a Personnel Demonstration Project (PDP), an alternative personnel system designed for the specific needs and environment of the U.S. Army Medical Research and Materiel Command. Linking performance to pay; simplifying paperwork in processing classification and other actions; emphasizing partnerships among management, employees and unions; and delegating classification and other authorities to line management, the PDP seeks to expand available personnel processes to all employees through a more responsive and flexible personnel system. Whether utilizing traditional regional personnel procedures or exploring new avenues of customer support, the Fort Detrick CPAC Staff is dedicated to providing high quality service and products to its customers.



## ABOUT YOUR FEDERAL EMPLOYMENT

Welcome to the Federal community! Many people believe that the Federal workplace is one that is filled with acronyms, codes and mystery when it comes to understanding your job status and benefits. We want to get you started on the right foot—provide a foundation from the beginning—this handbook is not intended to provide all the circumstances for all situations. We would like to think of it as the ground floor from which you can build.

The one document that you will receive once you are appointed is the **SF 50, "Notification of Personnel Action."** This is a very important document which gives you important information such as your appointment type, your retirement system, your service computation date, etc. You should establish a personal file to keep all of your SF 50 forms, other forms regarding your benefits (such as, SF 2809—health; SF 2817—life insurance; TSP-1, etc.), as well as your Leave and Earning Statements (LES). The Northeast Region Civilian Personnel Operations Center (NECPOC) will maintain an Official Personnel Folder commonly referred to as the OPF. It contains a history of your employment—all of your SF 50's, election forms, etc. But it is important that you maintain your own file.

### **TYPE OF APPOINTMENT:**

There are two basic categories of appointments, temporary and permanent. There are many types of appointments within each of the categories, such as excepted, indefinite, term, career conditional, etc.

**Temporary Appointment:** If your SF 50, in block 5B, states Temporary Appt (NTE date), it means that you are serving on an appointment not to exceed (NTE) a certain date, normally it is for one year. Typically, with this type of appointment, you are NOT eligible for retirement coverage, health or life insurance. (Block 30 of SF 50 will have a "2" in it which means no retirement coverage.) You do pay a Social Security wage tax of 6.2%. If you become covered by retirement in the future, temporary service will be credited for leave, reduction-in-force, and required time for vesting in the government contribution to the Thrift Savings Plan.

Another type of temporary appointment is **"term appointment."** It is still an appointment of limited time, but it is made for a specific period exceeding one year and lasting no more than four years. In contrast, term appointments are covered by the Federal Employee Retirement System (FERS) and you will be eligible for health and life insurance. (Block 30 on your SF 50 will show a "K".) You will pay a 6.2% Social Security wage tax.

**Permanent Appointments:** There is no time limitation with a **permanent** appointment. You are covered by retirement and are eligible for health and life insurance benefits. A career-conditional appointment constitutes an



initial permanent type appointment that provides for conversion to a career appointment status upon completing 3 years of continuous service with no substantial break in service. If you obtain career status and subsequently leave the Federal service, reinstatement eligibility exists for a 3-year period of time from the date of resignation, separation or termination from the career-conditional appointment. If you possess veteran's preference eligibility and worked in a career-conditional appointment, even for a limited period of time (i.e., 1 day, 2 weeks) you would have indefinite reinstatement rights to compete for Government positions.

**Probationary Period:** When appointed under a career or career-conditional appointment, employees are required to serve a probationary period. The appointment SF 50 will have a statement in the remarks section that says, "Appointment is subject to completion of a one-year (two or three-year for employees appointed under the USAMRMC Personnel Demonstration Project (PDP)) initial probationary period beginning (date). During this probationary period, an agency may terminate an employee because of poor work performance, or conduct that fails to demonstrate fitness or qualifications for continued employment. Employees may not appeal removal during probationary periods unless the appeal is based on discrimination or improper procedures.

#### **PERFORMANCE EVALUATIONS:**

Non-PDP employee's performance will be evaluated annually under the Total Army Personnel Evaluation System (TAPES). Under TAPES there are two performance systems. The **Base System** covers employees in grades 1 through 8 in pay plans WL, WG, WS, and GS except for Career Interns. The **Senior System** covers employees in grades 9 and above in pay plans ES, ST, SL, GM, WS and GS and Career Interns. **Within the first 30 days of your employment** your supervisor is required to meet with you to discuss your duties, responsibilities and goals. At this meeting your performance standards will be developed and you will be asked to initial your performance plan. If you have questions regarding **TAPES** you may refer to DA Pamphlet 690-400 or Army Regulation 690-400. Your supervisor or administrative officer should have a copy of these documents. You may also view AR 690-400 online by going to <http://www.cpol.army.mil>. Click on the "tools" which is located on the left hand side of the screen and then select "PERMISS" on the drop down menu. Locate the "Search PERMISS" feature and type "Annual Rating" into the box and select "match all words" and then "search now." Annual Rating is located under the section entitled "Management-Employee Relations Program." This information will provide you with an excellent overview of both the base and senior system in TAPES. Click on "Army Regulations" under the references section at the bottom of the page to view AR-690-400.

## **AWARDS:**

The Army Incentive Awards Program is governed by Army Regulation 672-20 and its goal is to foster mission accomplishment by recognizing excellence and motivating employees to achieve high levels of performance and service. Awards are not mandatory but may be initiated by management when applicable criteria are met. Examples include:

**Performance Awards** which are based on annual performance evaluation.

**Quality Step Increase (QSI)** employees with exceptional ratings of record for the current rating period are eligible to receive the QSI.

**Special Accomplishment Awards** such as Special Act or Service Awards, On-the-Spot Cash Awards, or Time Off Awards which are based on a meritorious personal effort, act, service or achievement.

**Honorary Awards** which may be utilized to recognize accomplishments or achievements when a monetary or performance award may not be appropriate.



## **WHAT IS THE USAMRMC PERSONNEL DEMONSTRATION PROJECT (PDP)?**

"PDP" or "DEMO" is the term used to describe the United States Army Medical Research and Materiel Command (USAMRMC) Personnel Demonstration Project (PDP) implemented on 7 June 1998. The PDP is an experimental personnel system that has been designed for the specific needs and cultures of USAMRMC. The goal of the PDP is to provide flexible and responsive human resource management systems that facilitate mission execution and organizational excellence, effectiveness, and efficiency.

PDP focuses on improving USAMRMC's ability to attract, hire, and retain an innovative and highly motivated civilian workforce by linking performance to pay; simplifying paperwork in processing classification and other personnel actions; emphasizing partnerships among management, employees, and union; and delegating classification and other authorities to line managers.

PDP is expected to demonstrate that a human resource system tailored to the missions and requirements of the USAMRMC will result in: (1) increased quality in the total workforce and the products they produce; (2) increased timeliness of key personnel processes; (3) increased retention of high quality employees; and (4) increased satisfaction with USAMRMC and its products by all customers served.

One of the major initiatives under the PDP is pay-for-performance which allows organizations to compensate employees based on the employee's performance, rather than through the use of within-grade increases. The PDP uses a broad pay banding structure, in place of the traditional General Schedule (GS). The pay banding feature allows flexibility in moving an employee noncompetitively within the payband. The following depicts the pay banding utilized by the PDP:

<b>Occupational Family/Pay Plan</b>	<b>Payband</b>	<b>Corresponding GS Salary Equivalents</b>
<b>Engineers &amp; Scientists (DB)</b>	I	1 - 4
	II	5 - 12
	III	13 - 14
	IV	15
	V	Above 15
<b>E &amp; S Technicians (DE)</b>	I	1 - 4
	II	5 - 8
	III	9 - 11
	IV	12 - 13
<b>Administrative (DJ)</b>	I	1 - 4
	II	5 - 10
	III	11 - 12
	IV	13 - 14
	V	15
<b>General Support (DK)</b>	I	1 - 4
	II	5 - 8
	III	9 - 10

If you would like to learn more about the PDP, access the PDP Homepage by going to <http://mrmc-www.army.mil/>. Select Links and Resources, then select Personnel Demonstration Project. The website contains Frequently Asked Questions on PDP, Pay for Performance History Data, information on Paybanding, PDP Policies, Internal Operating Procedures, and the PDP Employee Training Package.

To learn more about designing a PDP Job Description, access the PDP Job Design website at <http://www.pdp-jobdesign.army.mil/>. The PDP Job Design website includes the PDP Specialty Codes, the PDP Benchmark Job Descriptions, Definitions of Occupational Series covered by the PDP,

Information on Functional Codes, Fair Labor Standards Act, and the following related links:

Medical Research and Materiel Command - <https://mrmc-www.army.mil>

U.S. Army Homepage - <http://www.army.mil>

# CPAC CPOC



## *Confused ?????*

It used to be so simple; there was one Civilian Personnel Office and they were the experts on all civilian personnel issues. Now you are hearing CPAC and CPOC. How do you know who to call?

The CPAC is the **Civilian Personnel Advisory Center**. They are the primary point of contact for matters concerning personnel issues. A team of CPAC personnelists who advise managers on issues concerning staffing, labor/management employee relations, position management, classification, and benefits services your organization. If you have questions, your first point of contact should always be your supervisor. If your supervisor cannot answer your question, he/she will call the CPAC for advice. If you need to meet with a CPAC personnelist, please call first to make an appointment. **See the CPAC organization chart on page 6.**

The CPOC is the **Civilian Personnel Operations Center**. They maintain your personnel records and they process all personnel actions. For example, if you are eligible for a promotion, your manager will initiate a Request for Personnel Action and send it through the CPAC to the CPOC for processing. The CPOC will input the information into the Defense Civilian Personnel Data System (DCPDS), which will generate the personnel action authorizing the promotion. You will receive a copy of the Notice of Personnel Action once the action has been completed. The CPOC is also responsible for the administration of the Merit Promotion Plan, classification of positions, and coordination of regional training courses.



You will be paid bi-weekly and you must have your check direct deposited to your bank. Your check should reach your bank by Thursday of each pay week. You may want to check with your bank on your first direct deposit to ensure that your pay was deposited correctly. A Leave and Earnings Statement (LES) will be mailed to your home each pay period. You should look at your LES each time to make sure it is accurate.

Your Leave and Earnings Statement contains information regarding your earnings for the period such as hourly wage, number of hours worked, gross pay, deductions, and net pay. It also contains information regarding your Annual and Sick leave such as how much leave you have used for the pay period and the year, and your leave balance.

If you find that there is an error on your LES you should contact your supervisor or the administrative point of contact in your organization.

### ***WITHIN GRADE INCREASES:***

Full time and part time employees who occupy **permanent positions** classified and paid under the General Schedule (GS) and who are paid less than the maximum rate of their grade are eligible for within grade increases (WGIs) based on the waiting periods below. For GS employees, an appointment for more than one year is considered permanent for WGI purposes. GS employees serving on appointments with a definite time limit of one year or less are not eligible for WGIs.

Full time and part time employees classified and paid under the Wage Schedule (WS, WL, WG) who are paid less than the maximum rate of their grade are eligible for WGIs based on the waiting periods below, regardless of the length of their appointment.

Employees in pay plans that have no steps; members of SES and Presidential appointees are not eligible for WGIs. To receive a WGI an employee must have completed the required waiting period; be performing at an acceptable level of competence; and have not received an equivalent increase during the waiting period. The waiting period is as follows:

GS:	<u>TO STEPS</u>	<u>REQUIRED WAITING PERIOD</u>
	2, 3, 4	52 calendar weeks (1 yr)
	5, 6, 7	104 calendar weeks (2 yrs)
	8, 9, 10	156 calendar weeks (3 yrs)
WG:	<u>TO STEPS</u>	<u>REQUIRED WAITING PERIOD</u>
	2	26 calendar weeks (6 mo)
	3	78 calendar weeks (18 mo)
	4, 5	104 calendar weeks (2 yrs)

Non-pay Status may impact a waiting period. GS employees with a prearranged regularly scheduled tour of duty are allowed up to the following amounts of non-pay duty time before the waiting period for a WGI is extended:

- Steps 1 through 3 are allowed two workweeks in a non-pay status;
- Steps 4 through 6 are allowed four workweeks in a non-pay status and;
- Steps 7 through 10 are allowed six workweeks in a non-pay status.

WG/WS employees with a prearranged regularly scheduled tour of duty are allowed:

- One workweek in the waiting period for rate 2;
- Three workweeks in the waiting period for rate 3;
- Four workweeks in the waiting period for rates 4 and 5.

Time in a non-pay status in excess of the above will extend the waiting period by the excess amount.

GS employees without a prearranged regularly scheduled tour of duty (intermittent) will have their waiting period extended by the excess amount.

WG/WS employees without a prearranged regularly scheduled tour of duty (intermittent):

- Rate 2: 130 days of creditable service in a pay status in rate 1 over a period of no less than 26 calendar weeks;
- Rate 3: 390 days of creditable service in a pay status in rate 2 over a period of no less than 78 calendar weeks;
- Rate 4: 520 days of creditable service in a pay status in rate 3 over a period of no less than 104 calendar weeks;
- Rate 5: 520 days of creditable service in a pay status in rate 4 over a period of no less than 104 calendar weeks;

Any day on which a part-time period service is performed constitutes a full day.



The Electronic Leave and Earnings statement (E-LES) allows DoD civilian employees to view and print their LES through myPay, which is accessible through the internet at <http://www.dfas.mil> or <https://mypay.dfas.mil>.

E-LES benefits are four-fold. Customers can access E-LES while still receiving a hardcopy LES in the mail. Customers can view statements several days earlier than existing hardcopy LESs that are delivered by the U.S. Mail. Once customers access E-LES, they can stop hardcopy delivery, helping DoD save money used for printing and postage. Delivery of an electronic LES eliminates risks associated with receiving financial information in the mail. Finally, myPay will display the last three pay period LESs for viewing and printing. Accessing and updating pay information and viewing and printing leave and earnings statements electronically not only saves time and money, but it also allows more individual control over pay account activity. E-LES mirrors the existing hardcopy LES and is protected by a secure protocol that protects data between the user's PC and the myPay server. E-LES transmissions use a 128-bit encryption and Secure Socket Layer technology which means information is highly secure, and only the user can view and print personal statements.

#### ***E/MSS PERSONAL IDENTIFICATION NUMBER (PIN) INFORMATION***

In order to access myPay, an employee needs their Social Security Number (SSN) and PIN. E-LES will only succeed if DoD employees customize their myPay temporary PINs and all customers are required to customize PINs when using myPay for the first time. User-friendly menus will guide users through the system and online assistance is available throughout the entire process. Once a new PIN is chosen, users should remember it.

To get a PIN, for myPay, select NEW PIN under the NEED A NEW PIN option on the myPay Home Page. The process will issue a new random temporary PIN for your account, which will be mailed to your address of record currently contained in your pay system. Please allow 10 business days for delivery.

If you have an Army Knowledge Online (AKO) email address, you can select NEW PIN under the NEED A NEW PIN option on the myPay Home Page and a new random temporary PIN will be emailed to your pre-registered Official email address. Please allow 2 business days for delivery.

Help is always available for myPay online. You can also call customer support unit (CSU) at 1-800-390-2348, Monday - Friday between 7 a.m. and 7:30 p.m. Eastern Standard Time.





## **ARMY BENEFITS CENTER CIVILIAN**

### ***NEW HIRE BENEFIT AND ENTITLEMENT INFORMATION***

The Army Benefits Center-Civilian (ABC-C) located at Fort Riley, Kansas, provides automated benefits support to Department of the Army appropriated fund employees through the Employee Benefits Information System (EBIS), the Interactive Voice Response System (IVRS), and trained counselors.

ABC-C automated systems gives you unlimited access to your benefits and entitlements. You can receive personal counseling, process transactions and obtain general information on retirement, life insurance, health benefits, survivor benefits and the Thrift Savings Plan.

ABC-C automated systems are available 21 hours a day, 7 days a week. Both systems are unavailable from midnight to 3:00 a.m. (Central Time) for systems maintenance and backup. Counselors are available from 7:00 a.m. to 5:00 p.m. (Central Time), Monday thru Friday to assist you with any issues regarding your benefits and entitlements.

The website can be accessed immediately to obtain general information regarding your benefit and entitlement options.

Approximately 5 days after you begin working, you will be able to access either system to make your initial benefits elections. All benefits and entitlement elections must be made using the automated systems (except where otherwise stated).

### ***ACCESSING ABC-C WEBSITE (EBIS): <https://www.abc.army.mil>***

- When you first log into the system the ABC-C home page will be your first screen.
- Select the 'INFORMATION' tab, and then select '1ST TIME VISITOR' tab. A screen will come up with information on how to access the system.
- When you are ready to access the Employee Benefits Information System (EBIS) select the 'BENEFITS CHANGE' tab.
- You will receive a WARNING NOTICE, choose the 'CLICK HERE TO LOGIN' message.
- In the CREATE NEW POINT OF ENTRY (POE) box, choose the 'CLICK HERE TO CREATE A NEW POE ACCOUNT' message.

- You will be instructed to establish your personal account.
- Your SSN and PIN constitutes your electronic signature and should be safeguarded.
- If you have any problems accessing your account, please contact the ABC-C Help Desk at (785)239-2000 or DSN: 856-2000.

### ***ACCESSING IVRS (TOLL FREE TELEPHONE SYSTEM):***

You can access this system by calling **1-877-276-9287**; or Hearing impaired (TDD) customers will call **1-877-276-9833**.

IVRS is designed with voice passages and prompts to guide you through the various transactions and/or information processes.

- Listen carefully to the instructions in order to make appropriate selections.
- You will be prompted to input your social security number and PIN. Your initial PIN will be your birth month and year, (e.g. if you were born July, 1955, your PIN would be 0755).
- Your SSN and PIN constitutes your electronic signature and should be safeguarded.

If you receive an error message on the we system that states "Invalid Login" or an error message on the IVRS that states, "The SSN you are using is not in the database," you should contact the Southwest Civilian Personnel Operations Center Help Desk at (785) 239-2000 or DSN 856-2000.

**NOTE:** Your six digit PIN can be used to access both the IVRS and EBIS systems.

# FEDERAL EMPLOYEE HEALTH BENEFITS (FEHB)

Health insurance is an important benefit. The cost is shared by the employee and the government. The government's share may not exceed 75% of the total enrollment cost—you as the employee, pay the remaining amount. There are many plans available. Your choices range from a Health Maintenance Organization (HMO) to a Fee for Service Plan. You must review the various plans and make a determination of what is best for you.

- Eligible employees must make initial election (enroll or not enroll) within **60 days** of their entrance on duty date in order to have health coverage.
- When you elect your health benefits, you will automatically be enrolled in pre-tax treatment of your FEHB premium. If you are newly hired and want to waive pre-tax treatment, you must complete and fax the FEHB Premium Conversion Waiver/Election form to the ABC-C at the same time that you elect health benefits. The waiver form and additional information on FEHB Premium Conversion can be obtained on the ABC-C home page at <https://www/abc.army.mil> or through the IVRS fax back system.

If you fail to elect FEHB within the **60 days** allotted you will have to wait until the next open season to make your election.

- Open season provides you with an annual opportunity to enroll in FEHB or to change your coverage. It will be annotated on your LES and advertised through your local CPAC. The open season occurs each year from Monday of the second full workweek in November to the Monday of the second full workweek in December.
- Review RI 70-1 - Federal Employees Health Benefits Plan for more detailed information, available at [www.opm.gov](http://www.opm.gov).
- Plan brochures and claim forms can be obtained directly from the carrier by using the telephone number indicated on the Plan Comparison Chart found in RI 70-1, or [www.opm.gov](http://www.opm.gov).
- After making an election, your coverage will begin the first day of the following pay period.

# FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)

Life insurance is a term insurance policy with no cash value.

- Eligible employees are automatically enrolled in **Basic Life**, and the premiums are made through payroll deductions.
- You have **31 days** from the date you start work to waive your Basic coverage or to elect optional coverage.
- If election is made at the time of in-processing, the effective date of the election will be your entrance on duty date.
- If election is made within the first pay period, you are required to mail the completed SF-2817 to the **Army Benefits Center-Civilian, Bldg 301 Marshall Avenue, Fort Riley, Kansas 66442**. The SF-2817 must be postmarked prior to the end of your first pay period, in order for your election to be effective on the date the SF-2817 is postmarked.
- If election is made after first pay period and within the 31 days allowed it must be completed using our automated systems.
- Declination to elect optional coverage is considered a waiver of these options.
- You must have Basic coverage in order to elect optional insurance, i.e. **Standard** (Option A), **Additional** (Option B), and **Family** (Option C).
- If you waive basic coverage you may be required to wait one year and obtain a physical (at your expense) in order to elect coverage and obtain OFEGLI approval.

- If you return to work after a break in service of **less than 180 days**, you will automatically be covered for the same coverage that you had in your prior position. You will have to qualify to elect other coverage (open enrollment, physical exam, or life event).
- If you return to work after a break in service of **180 days or more**, you will automatically be covered for the same Basic and Optional insurance that you had in your prior position. You may elect more insurance (if you don't already have the maximum) within 31 days of your appointment to an eligible position.
- Review RI 76-21 – FEGLI Program Booklet for more detailed information.

**Basic:** The Basic value is your annual salary, rounded up to the next \$1,000, plus \$2,000. (Example: annual salary is \$25,982 rounded up to \$26,000 plus \$2,000 equals \$28,000 worth of insurance.)

**Option A-Standard:** Standard life insurance in the amount of \$10,000.

**Option B-Additional:** Allows you to choose from one to five times your salary. If you chose two times, it would mean your annual salary rounded up to the next thousand, times the number elected. (Example: annual salary of \$25,982, rounded up to \$26,000 times two equals \$52,000.)

**Option C-Family:** Does not give you insurance on your life, but **does** insure your eligible family members. The family option allows employees to elect up to 5 multiples of the current amounts which is \$5,000 for a spouse and \$2,500 for each eligible child.

**Changing Life Insurance Coverage:** To change your insurance coverage you must:

- Wait for an Open Enrollment which is **relatively rare**, **OR**
- Experience a Life Event such as marriage, birth or adoption of a child, divorce, or death of spouse, **OR**
- Wait at least one year from the effective date of your last election and obtain a physical at your own expense using form SF 2822. If the results are approved you will be enrolled in Basic and you may elect Option A or Option B. You may NOT elect Option C through a physical.

## ***SURVIVORS BENEFITS:***

The benefits available to survivors of employees who become deceased while employed at Fort Detrick will depend on varying factors. Most survivors will be entitled to continuation of any Federal health plan the employee may have had. If the employee elected to have Federal Employees Group Life Insurance (FEGLI), coverage will be payable in the amount of the gross annual salary at the time of death plus \$2,000 and any additional coverage the employee may have elected. Benefits as a result of the Civil Service Retirement System or the Federal Employees Retirement System will depend on the rate of pay and the total service at the time of death.

# THRIFT SAVINGS PLAN (TSP)



TSP is a tax deferred retirement savings and investment plan for Federal employees.

- Contributions are voluntary and are separate from contributions made to your Federal Employee Retirement System (FERS) or Civil Service Retirement System (CSRS) plan.
- As a newly hired employee, you can sign up to contribute to the TSP within a 60-day period after you are hired. Your contributions will begin no later than the first full pay period after your agency accepts your election. If you do not make an election within this 60-day period, you must wait until an open season to do so. The two open seasons are April 15 through June 30 and October 15 through December 31. Generally, elections are made effective during the last month of the open season.
- Your Agency Automatic (1%) Contributions and, if you are already contributing, your Matching Contributions, will begin the last month of the second open season after you were hired. For example, if you were hired during the period from June 1, 2003, through November 30, 2003, your agency must start the Agency Automatic (1%) Contributions the first full pay period in June 2004 (If you are hired during an open season but before its last month, that open season is considered your first one).
- You can contribute either a percentage of your basic pay each pay period or a fixed dollar amount. If you make your contributions as a percentage of your pay, the amount of your contributions will automatically increase as you receive pay raises.
- You can change the amount of your TSP contributions (or start contributing, if you had previously passed up on the opportunity) during the two TSP open seasons held each year. Your contributions will not begin before the first full pay period in the last month of the open season (i.e., June and December).
- You can stop contributing at any time (but if you do so outside an open season, you must wait until the second open season after you stop before you can resume contributing).
- Review TSPBK08 - Summary of the Thrift Savings Plan for Federal Employees.
- For detailed information regarding TSP, visit the ABC-C website [www.abc.army.mil](http://www.abc.army.mil) or the Thrift Savings Plan website [www.tsp.gov](http://www.tsp.gov).

***Because you are in control of your benefits and entitlements, you are required to:***

- Obtain and retain a copy of each transaction for your records. This can be done by requesting a copy of your transaction through the Fax-Back feature in IVRS or by printing the transaction screen on EBIS.
- Verify your transactions within 48 hours of making them; by revisiting the website or calling the toll-free telephone number.
- Make a note of the effective date of your transaction. Both the IVRS and EBIS will inform you of the effective date.
- Review your LES covering the period in which the action is effective and verify the withholding(s). If this information is incorrect, call ABC-C and press "0" for a counselor.

# RETIREMENT



Newly hired Federal employees with some exceptions, participate in the Federal Employee Retirement System (FERS). However, some employees may be covered under the Civilian Service Retirement System (CSRS). Your Servicing CPAC will advise you of your retirement system.

## ***CIVIL SERVICE RETIREMENT SYSTEM (CSRS):***

Generally, all permanent appropriated employees hired before 1 January 1984, who did not switch to FERS when given an open season opportunity to do so, are covered under the CSRS. Employees are under CSRS pay retirement deductions. The CSRS annuity is based on 1.50% of your average high 3 years salary times first 5 years service plus 1.75% of your average high 3 years salary times next 5 years of service plus 2% of your average. They may contribute to the Thrift Savings Plan but do not receive any government contributions. Employees hired during the period 1 January 1984 to 31 December 1986 are covered under the CSRS and Social Security. These employees are called CSRS Offset employees. Employees employed on 1 January 1987 or later are covered under the Federal Employees Retirement System (FERS).

## ***FEDERAL EMPLOYEE RETIREMENT SYSTEM (FERS):***

If you were first hired after 1 January 1984 in a non-temporary appointment, you are a FERS employee. FERS is a three-tiered program consisting of the Thrift Savings Plan (TSP), Social Security, and a FERS annuity. The platform for FERS is TSP. The FERS annuity is based on 1% of your average high 3 years salary, times the number of years worked. The intent in the establishment of FERS was to have a flexible, portable retirement system that the employee is accountable for. Other FERS Facts:

- Any non-covered position (temporary) on or after 1 January 1989 is not creditable for retirement.
- If you separate and request a refund of your retirement contributions from the Office of Personnel Management (OPM), you lose all credit for the service covered by the refund and it can never be used for any retirement benefit.
- You are the manager of your retirement. You must invest in TSP and make sound savings and investments throughout your working career, to have a comfortable retirement.
- All retirement forms, information, and an annuity calculator are available through the ABC-C website at <https://www.abc.army.mil> or call toll-free 1-877-276-9287.



**RETIREMENT ELIGIBILITY:** Employees under either the Civil Service Retirement System (CSRS) or the Federal Employee Retirement System (FERS) are eligible for optional retirement if they are at least 55 (minimum retirement age (MRA) for FERS - 55 if born before 1948, and gradually increasing to age 57) with at least 30 years of service; age 60 with 20 years of service; or age 62 with 5 years of service. An employee under FERS is also eligible for an immediate annuity if he/she has at least 10 years of service and has reached the MRA. Annuity is reduced 5% for each year the employee is under age 62.

**AGENCY-INITIATED DISABILITY RETIREMENT  
5 C.F.R. 831.1203 (CSRS)**

(a) An agency shall file an application for disability retirement of an employee who has five years of civilian Federal service under the following conditions:

(1) The agency has issued a decision to remove the employee;

(2) The agency concludes, after its review of medical documentation, that cause for the unacceptable performance, conduct, or attendance is due to disease or injury;

(3) The employee is institutionalized, or based on the agency's review of medical and other information, it concludes that the employee is incapable of making a decision to file an application for disability retirement;

(4) The employee has no representative or guardian; and

(5) The employee has no immediate family member who is willing to file an application on his or her behalf.

(b) When an agency issues a decision to remove and the conditions described in paragraph (a) of this section have not been satisfied, but the removal is based on reasons apparently caused by a medical condition, the agency shall advise the employee in writing of his or her possible eligibility for disability retirement.

5 C.F.R. 831.501 (d)

An employee's application for disability retirement shall not preclude or delay any other appropriate personnel action by the employing agency.

(For FERS see 5 C.F.R. 844.202)

Employee Initiated - Disability Retirement - any age and 18 months

**PRIOR MILITARY SERVICE:** Employees who have post-1956 military service are reminded of the following rules governing this military service. Forms and instructions for making the deposit may be obtained from the ABC-C website [www.abc.army.mil](http://www.abc.army.mil).

- **FERS** - deposit must be made to receive retirement credit. Deposit is generally 3% of basic military pay received for the post-56 military deposit.
- **CSRS** - If first employed under CSRS before 1 October 1982, you have a choice. Your decision will be based on your eligibility for social security benefits at age 62. Credit will be received, however if you are eligible for social security at age 62 your annuity would be recomputed if the deposit was not made. Deposit is generally 7% of basic military pay received for the post-56 military deposit.
- Under both retirement systems, no interest will be charged if, a deposit for military service is made within two years after the date you first became employed. If the deposit is not completed in the two-year period, interest will be accessed one year after the two-year period.
- You are responsible for requesting the military earnings by obtaining OPM Form RI 20-97 and submitting to the appropriate military finance office. This form can be found on FaxBack through IVRS.
- If interested in making a post-56 deposit, obtain and complete SF2803/3108 and forward along with the completed RI 20-97 to ABC-C.

**DEPOSIT:** Period of service during which retirement contributions were not withheld from your salary, i.e. temporary service.

- **CSRS - Nondeduction service performed prior to 1 October 1982:**
  - If deposit is made, service is creditable for eligibility and annuity computation
  - If deposit is **not** made, service is creditable for eligibility and annuity computation, **BUT** Annuity will be reduced by 10% of the deposit due.
- **CSRS - Nondeduction service performed on or after 1 October 1982:**
  - If deposit is made, service is creditable for eligibility and annuity computation.
  - If deposit is **not** made, service is creditable for eligibility, **BUT** service is **NOT** creditable for annuity computation.
- **FERS - Nondeduction service performed prior to 1 January 1989:**
  - If deposit is made, service is creditable for eligibility and annuity computation
  - If deposit is **not** made, service is **NOT** creditable for eligibility or annuity computation.
- **FERS - Nondeduction service performed on or after 1 January 1989:**
  - **NO** credit or deposit is **allowed**.

**REDEPOSIT:** Service in which you contributed to the retirement fund and later received a refund of those contributions.

- If **CSRS** and redeposit is made, service **is** creditable for eligibility and annuity computation.
- If **CSRS** and redeposit is **NOT** made for refunded service ending prior to 1 October 1990 (other than disability retirement or death in service ) - service **is** creditable for eligibility and annuity computation, with an annuity reduction based on actuarial tables.
- If **CSRS** and redeposit is **NOT** made for refunded service ending on or after 1 October 1990 (other than disability retirement or death in service) - service **is** creditable for eligibility but **NOT** creditable for annuity computation.
- If **FERS** and the refunded service is **PRIOR** to **FERS** retirement system and redeposit **is** made - service **is** creditable for eligibility and annuity computation.
- If **FERS** and the refunded service is **PRIOR** to **FERS** retirement system and redeposit is **NOT** made - service is **NOT** creditable for eligibility **NOR** annuity computation.
- If **FERS** and the refunded service is **AFTER** implementation of **FERS** retirement system - **NO** credit or redeposit is **ALLOWED**.

**VERA/VSIP:** The first thing to understand is that these are two completely separate programs. While both have the same goal—assisting with and lessening the impact of downsizing actions—they are not tied together. Each has its own rules and eligibility requirements. You may be eligible for one, but not the other. The fact that you are not eligible for one will not necessarily keep you from getting the benefits of the other.

The philosophy of the Federal government is that as the government downsizes it is better for employees to voluntarily separate from Federal service rather than taking actions that involuntarily separate employees, such as reduction-in-force (RIF). Both of these programs, Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA), help the government with this philosophy.

VERA (Voluntary Early Retirement Authority):

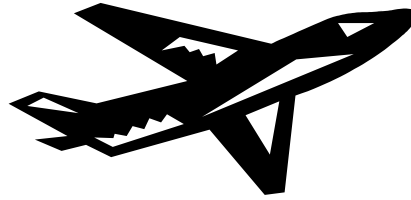
An installation can allow employees to retire early only if it has Voluntary Early Retirement Authority (VERA) approval from Department of Defense (DoD) and Department of Army. VERA allows eligible employees to retire prior to meeting the age and service requirements for regular retirement. An installation may request VERA approval by designating the geographic area in which early retirement will be offered and designating why the installation is undergoing a major Reduction-In-Force (RIF), reorganization, or transfer of function that would result in a significant percent of the employees being separated or downgraded. VERA is also granted sometimes with a special buyout that Army approves based on a managers need to restructure.

To be eligible for voluntary early retirement (VERA), an employee must be at least 50 with 20 or more years of service or have 25 years of service at any age. For employees under CSRS, annuities will be reduced by 2% a year for each year they are under age 55. There is no age reduction for employees covered by FERS.

### ***VSIP (Voluntary Separation Incentive Pay):***

VSIP is not a retirement program. It is a special program that allows Department of Defense (DOD) activities to pay separation incentives to employees who quit or take regular or early retirement. Employees who wish to retire must meet regular age and length of service requirements. While the law does not impose age or length of service requirements, it does allow agencies to target VSIP to specific types of positions in organizations and/or specific occupations (including grade levels). This means that agencies may choose not to offer VSIP to scarce-skill or hard-to-fill occupations. There are restrictions on reemployment with the Federal government if an employee accepts payment of a VSIP.

Incentive pay is the amount an employee would receive using the standard severance pay formula or \$25,000, whichever is less. The amount of each employee's incentive pay will vary, but the maximum amount will never exceed \$25,000. In addition, the amount determined by the formula will be reduced by deductions such as Medicare, Federal Income Taxes, etc.



Your Leave Service Comp Date (SCD), block 31 on your SF 50, determines the amount of leave that you accrue. If you have military service—not retired, or retired military service with certain expeditions or campaigns, your SCD will reflect creditable service. A full-time employee earns the following amount of leave each year:

<u>Length of Federal Employment</u>	<u>Annual Leave Earned</u>	<u>Sick Leave Earned</u>
Up to 3 years	4 hrs per pay period	4 hrs per pay period
3-15 years	6 hrs per pay period +4 hrs additional in last pay period for the year	regardless of number of years worked
15 years +	8 hrs per pay period	

The leave year ends the beginning of the first full pay period in January. A civilian employee may accumulate up to 240 hours in any one leave year. Any annual leave over that amount will be forfeited when the leave year ends.

Only employees with regularly prescribed tours of duty earn Annual and Sick Leave. Employees with an intermittent tour of duty, regardless of appointment type, do not earn annual or sick leave.

**Part-time employees earn annual and sick leave on a prorated basis as follows:**

<u>Length of Federal Employment</u>	<u>Annual Leave Earned</u>	<u>Sick Leave Earned</u>
Up to 3 years	1 hr for each 20 hrs worked	1 hr for each 20 hrs
3-15 years	1 hr for each 13 hrs worked	regardless of length
15 years +	1 hr for each 10 hrs worked	of service

**Law Enforcement Officers (LEOs) and Firefighters (FF)** who work uncommon tours of duty accrue leave directly proportionate to the rates for employees who accrue and use leave on the basis of an 80-hour biweekly schedule. For example, if an LEO or FF's leave is accrued and used on the basis of a 144-hour biweekly pay period, then the maximum annual leave accrual rate would be 14 hours 24 minutes per biweekly pay period, instead of the standard rate of 8 hours per biweekly pay period.

**SICK LEAVE USAGE:** When an employee is sick and is unable to come to work, they must call their supervisor as-soon-as possible or at least within 2 hours of the start of the working day to request sick leave. Please check

your local policy for your specific requirements on sick leave usage. Calling a co-worker is not appropriate since only the supervisor is authorized to grant sick leave.

## ***The Family and Medical Leave Act 1993 (FMLA):***

The Family and Medical Leave Act provides covered Federal employees with entitlement to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- The birth of a son or daughter of the employee and the care of such son or daughter;
- The placement of a son or daughter with the employee for adoption or foster care;
- The care of spouse, son, daughter, or parent of the employee who has a serious health condition; **or**
- A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position. The term "serious health condition" is defined in the Code of Federal Regulations (CFR) 630.1202 and generally includes medical conditions serious health conditions, illnesses, injuries, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. To include such conditions as cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, pregnancy issues and childbirth. The term "serious health condition" is not intended to cover short-term conditions for which treatment and recovery are very brief. The common cold, the flu, earaches, upset stomach, headaches, routine dental or orthodontia problems, etc., are generally not considered serious health conditions. The agency may require medical certification of a serious health condition.

An employee must invoke his or her entitlement to family and medical leave, subject to the notification and medical certification requirements in Secs. 630.1206 and 630.1207. An employee may not invoke his or her entitlement to family and medical leave retroactively.

The employee must provide notice of his or her intent to take family and medical leave not less than thirty (30) days before leave is to begin or as soon as is practicable. An agency may request medical certification form FMLA leave taken to care for an employee's spouse, son or daughter, or parent who has a serious health condition of the employee. Generally, an employee must provide medical documentation within fifteen (15) calendar days. If this is not possible, despite the employee's diligent, good faith efforts, medical certification must be provided within a reasonable period, but no later than 30 calendar days after the date the agency requests such medical certification.

Employees serving on a temporary appointment with a time limitation of less than one year or intermittent employees are not eligible for this program.

Under certain conditions, FMLA leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of

hours of leave taken as family and medical leave. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and regulations, for any unpaid leave under the FMLA. FMLA leave is in addition to other paid time off available to an employee.

### ***The Family Friendly Leave Act of 1994 (FFLA):***

The Federal Employees Family Friendly Leave Act permits covered full-time employees to use a total of up to 40 hours (5 workdays) of sick leave each year to:

- Care for family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;
- Assist a family member who receives medical, dental, or optical examination or treatment;
- Make arrangements for or attend the funeral of a family member.

In addition, the regulations allow a covered full-time employee who maintains a balance of at least 80 hours of sick leave to use an additional 64 hours (8 workdays) of sick leave per year for these purposes, bringing the total amount of sick leave available for family care or bereavement purposes to a maximum of 104 hours (13 workdays) per year.



## DEFINITION OF FAMILY MEMBER:

Family & Medical Leave Act (FMLA)	Sick Leave for Family Care and Bereavement	Leave Sharing (Voluntary Leave Transfer Program and Voluntary Leave Bank Program)
<p>Family member is defined as a <b>spouse, son, daughter, or parent</b>.</p> <p><b>Spouse</b> – a husband or wife, as defined or recognized under State law for purposes of marriage, including common law marriage in States where it is recognized.</p> <p><b>Son or Daughter</b> – a biological, adopted or foster child; a step child; a legal ward; or a child of a person standing <i>in loco parentis</i>, who is;</p> <p>A. Under 18 years of age</p> <p>B. 18 years or older and incapable of self-care because of a mental or physical disability.</p> <p><b>Parent</b> – the biological parent or an individual who stands or stood <i>in loco parentis</i> to an employee when the employee was a child.</p>	<p>Family member is defined as:</p> <ol style="list-style-type: none"> <li>1. <b>Spouse, and parents thereof;</b></li> <li>2. <b>Children, including adopted children, and spouses thereof;</b></li> <li>3. <b>Parents;</b></li> <li>4. <b>Brothers and sisters, and spouses thereof; and</b></li> <li>5. <b>Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.</b></li> </ol>	<p>Family member definition is the same as the definition in "Sick Leave for Family Care and Bereavement."</p>

## EMPLOYEE ELIGIBILITY FOR LEAVE TO MEET FAMILY NEEDS

Sick Leave for Family Care and Bereavement	Family and Medical Leave Act of 1993 (FMLA)	Leave Sharing (Voluntary Leave Transfer Program - Voluntary Leave Bank Program)
<p>Any employee who is covered by the Federal leave system. See 5 U.S.C. 6301(2)</p>	<p>Any employee who is covered by the Federal leave system See 5 U.S.C. 6301(2)</p> <p>Plus-</p> <ol style="list-style-type: none"> <li>1. Any employee covered under 38 U.S.C. 7401(1) in the Veterans Health Administration of the Department of Veterans Affairs;</li> <li>2. Any teacher or individual holding a teaching position as defined by section 901 of title 20; and</li> <li>3. Any employee paid from a non-appropriated fund</li> </ol> <p><b>who has completed 12 months of service with the Federal Government.</b></p> <p>Excluded are:</p> <ol style="list-style-type: none"> <li>1. Temporary employees with a time limitation of less than one year and intermittent employees.</li> </ol> <p>(Excluded employees are covered under Title I of the FMLA. See Department of Labor regulations at 29 CFR part 825).</p>	<p>Any employee who is covered by the Federal leave system. See 5 U.S.C. 6301(2)</p>

# ***Leave-Based Actions: The Basics***

## **General Leave Options**

**Annual leave** - Employees have the right to schedule their accrued annual leave. However, management has the authority to determine when it will be taken, subject to the needs of the agency.

**Sick leave** - Employees have the right to use their sick leave when they are incapacitated for the performance of their duties for such reasons as sickness, injury, or pregnancy. Employee can also use sick leave for medical, dental, or optical appointments or examinations, with supervisory approval. Employees may also use up to 40 hours of sick leave to give care to a family member having an illness or injury, or to attend the funeral of a family member. Supervisors have the obligation to ensure that sick leave is used appropriately.

**Advanced leave** - The granting of advanced sick or annual leave is at the discretion of the agency. If the employee retires on disability, the indebtedness resulting from advanced leave is forgiven. Agencies should not advance leave in cases where there is no likelihood that the employee will return to work.

**Leave without pay (LWOP)** - Considered an approved absence and employees must request LWOP. The granting of LWOP is at the discretion of the agency in most cases. Supervisors must approve requests for LWOP when (1) the employee is approved to use LWOP under the Family and Medical Leave Act, (2) the employee is a disabled veteran undergoing medical treatment, (3) the employee is a reservist undergoing military training; and (4) the employee has a claim approved by the Office of Workers' Compensation and the agency determines that the employee will be retained on the rolls during the absence.

**Absence without leave (AWOL)** - AWOL is absence from duty which is not authorized or approved, including leave which is not approved until required documentation is submitted or for which a leave request has been denied. AWOL, in itself, is not a disciplinary action, but continued use of AWOL can be the basis for disciplinary action up to and including removal from the Government.

**Family Friendly Leave** - Includes leave sharing, the use of sick leave for adoption purposes, the use of sick leave for family care, the Family and Medical Leave Act (FMLA), and bone marrow and organ transplants.

## **Guide to Taking Action**

As a general rule, an agency may not take an adverse action against an employee based on the employee's use of approved leave.

Agencies may take action on employees for failure to follow established leave procedures, so long as the employee is on notice of the agency's requirements. This applies to cases where the leave is eventually approved by the agency or as a result of the Board's review.

While employees have a right to use sick leave as needed for proper reasons, the agency can require the submission of administratively acceptable evidence for an absence of any duration. The employee must apply for sick leave within the time limits set by the agency consistent labor negotiated agreements.

An employee's unavailability for work and AWOL are inherently connected to and disrupt the efficiency of the service such that disciplinary action is warranted.

In cases where LWOP has been denied and the employee is placed on AWOL, the Board will review the reasonableness of the agency's decision to deny leave. The agency is not required to prolong the situation by granting the use of donated annual leave, under the leave transfer program.

The denial of LWOP is not an abuse of discretion and the employee's removal is supported where the agency demonstrates workload and backlog problems as a result of the employee's continued absence with an uncertain likelihood of return to work.

An employee's removal for inability to perform is supported by the Board when the employee is unable to return to duty because of the continuing effects of illness or injury.

A charge of AWOL cannot be sustained if employee's claim with the Office of Workers' Compensation is approved.

## **Leave Use and Abuse--Initially**

Managers are responsible for taking an active role in controlling leave abuse.

Failure to take action will affect the morale of workers and ultimately affect productivity.

Active involvement at an early stage of leave abuse can assist an employee experiencing a personal problem and eliminate future adverse action.

Make sure employees are aware of agency/office leave policies or related provisions of the negotiated bargaining agreement. Apply rules consistently to all employees.

Request medical documentation where appropriate. Ask for more medical documentation as necessary.

Managers should be clear and specific as to what will happen if leave abuse continues.

Keep thorough and accurate records.

#### **Leave Use and Abuse--Continuing Problem**

Verify that the employee has been notified and is aware of agency/office leave procedures.

Give the employee something in writing indicating what will happen if behavior continues.

Place employee on leave restriction.

Consider, if appropriate, last chance statements, firm choice, or an alternative form of discipline.

Initiate progressive discipline.

Document any incidents of leave abuse and the action taken by the manager.

#### **Leave Use and Abuse--Recurring and Extended Absences**

Agencies should establish internal policies on LWOP--when it will grant LWOP and when it will not.

If criteria are not met, consider disapproving LWOP requests.

**Obtain specific, needed, medical information from employee as soon as possible.**

Be specific when asking for medical documentation-- exactly what you want and when you want it, what will happen if you don't receive it.

Document your determination on reasonably accommodating the employee.

Determine whether you will stop approving leave requests and keep the employee informed.

### ***General***

As a general rule, an agency may not take an adverse action against an employee based on the employee's use of approved leave. There are situations where an agency can take action based on the use of approved leave and the Board has identified specific criteria that must be met when removing an employee on approved leave.

An agency may take an adverse action against an employee only for such cause as will promote the efficiency of the service (5 U.S.C. .7513 (a)). The Board and the courts have held that an employee's absence, by its very nature, adversely affects the agency's ability to accomplish its mission and that disciplinary action based on a charge of unauthorized absence is warranted to promote the efficiency of the service.

Attendance is an essential element of any job and an agency has a right to expect its employees to attend work, absent a valid excuse. Prolonged absence with no foreseeable end constitutes just cause for removal. In addition, an employee's frequent and unscheduled absences from work may be cause for removal.

An agency's decision to deny leave is not reviewable by the Board when that denial of leave does not involve a disciplinary action.

### ***Sick Leave***

Generally, employees have a right to use sick leave as needed for proper reasons. Moreover, an agency is required to grant sick leave to an employee who provides administratively acceptable evidence that he or she is incapacitated for the performance of duties due to illness or injury. However, an agency may disapprove sick leave in nonemergency situations or if an employee does not submit administratively acceptable evidence. An employee must apply for sick leave within the time limits set by the agency. In addition, an agency may request administratively acceptable evidence for any duration of sick leave consistent with labor negotiated agreements.

Documentation, which supports an absence for sick purposes, may be presented as late as the Board hearing and the unapproved absence may ultimately be approved. However, in cases where the employee was on notice to submit evidence and fails to do so, the late submission of evidence may not be sufficient to overturn the charge.

Submission of medical evidence that does not provide the agency with sufficient information about the employee's prognosis, restrictions of work duties, or expected return to duty may not support the request for leave.

### ***Leave Without Pay (LWOP)--General***

Agency authorization of LWOP is a matter of discretion and employees are not entitled to it as a matter of right.

### ***Denial of LWOP***

When an agency bases a disciplinary action on a charge of AWOL because of a denial of LWOP, the circumstances of the denial will be reviewed by the Board to determine if the denial was reasonable. A denial of LWOP may be supported when there is no foreseeable end in sight to the absence which has resulted in a burden to the agency.

### **Absence Without Leave (AWOL)**

AWOL is a serious offense because it seriously impedes the function of an agency by imposing additional burdens on other employees.

It is permissible to take an adverse action for AWOL and failure to follow established leave procedures, even in cases where the leave is later approved by the agency or a third party. In cases where the unauthorized leave is ultimately approved, the Board will sustain the agency's charge of failure to follow established leave procedures as long as the employee was on proper notice of the established procedures.

Failure to follow leave requesting procedures and unauthorized absence disrupts the efficiency of the service by its very nature.

In order to support a charge of unauthorized absence, the agency must show that the employee was absent from duty and that the absence was not authorized or that the request for leave was properly denied.

## ***VOLUNTARY LEAVE TRANSFER PROGRAM:***

The Voluntary Leave Transfer Program (VLTP) is a means for the unused annual leave of one Federal Employee to be transferred (donated) for use by another Federal employee who needs the leave because of medical emergency. The medical emergency may be for the employee or their family member which is likely to require their absence from duty for a prolonged period of time resulting in a substantial loss of income because of the unavailability of paid leave. In order to be eligible for donations, a Federal employee must

have exhausted both their annual and sick leave accruals in accordance with regulatory guidance.

By law, annual leave is the only leave category allowable for transfer/donation (Title 5 Code of Federal Regulations, Part 630). Leave donations are not tax deductible.

In a leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made (see chart below). The limitations on donating leave, as cited above, can be waived if the donor is a family member of the recipient.

Accrual Rate Maximum Hours Donated

8 hour category 104 hours

6 hour category 78 hours

4 hour category 52 hours

To apply see your Organization Administrative Officer or you may contact Judy Kaiser at 301-619-3235.



# The Work Number For Everyone

The Work Number for Everyone is the Department of Army automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications, and apartment leases. Anything you need that requires proof of employment. It is quick, accurate and best of all it's easy.

The Work Number Client Service Center is available to both employees and verifiers Monday-Friday from 7:00 a.m. to 8:00 p.m. (CST) at **1-800-996-7566**. To receive instructions for a free demonstration of the system, visit the web site at <http://www.theworknumber.com>.

## ***WHAT INFORMATION WILL BE PROVIDED TO LENDERS/VERIFIERS?***

### **1. Basic Verification:** (Usually required for reference checks)

- First name, middle initial, and last name spelled out
- Employment status
- Most recent start or termination date
- Total time with Department of the Army
- Job title
- Reference Number

### **2. Basic Plus Verification:** (Usually required for small, short-term loans, and apartment rentals)

- All Basic information **PLUS**
- Total rate of pay
- Reference Number

### **3. Full Verification:** (Usually required for all major loans, including mortgages)

- All Basic Plus information **PLUS**
- Gross earnings year to date with a breakdown for overtime, commissions and bonuses
- Gross earnings for prior two years
- Reference Number

## ***WHAT IS REQUIRED TO ACCESS THE INFORMATION?***

### **1. To Access Basic Information, Provide the Lender/Verifier With:**

- Department of Defense Code: **10365**
- Your Social Security Number
- The number to call for their express verification: **1-900-555-WORK**

### **2. To Access Basic Plus Information, Provide the Lender/Verifier With:**

- Department of Defense Code: **10365**
- Your Social Security Number
- **A Salary Key**
- The number to call for their express verification: **1-900-555-WORK**

### **3. To Access Full Information, Provide the Lender/Verifier With:**

- Department of Defense Code: **10365**
- Your Social Security Number
- **A Salary Key**
- The number to call for their express verification: **1-900-555-WORK**

## ***HOW IS A SALARY KEY OBTAINED?***

You can have a maximum of three keys active at one time. Each key can be used only once, by one verifier. The keys are active for six months before being deleted from the system.

To obtain your **Salary Key** dial **1-800-367-2884** or go to <http://www.theworknumber.com>

When Prompted, enter:

- The Department of Defense Code: **10365**
- Your Social Security Number
- Your PIN: **Your Temporary PIN is your Birthday (MMDD format). Do not include year. For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN you can change it to any 4-8 digit number.**

Record the six-digit Salary Key for future reference. This key is to be given to the lender/verifier in order for them to access the Basic Plus and Full Verification levels.

# ***EEO MATTERS IMPACTING PERSONNEL***

## **REASONABLE ACCOMMODATION**

### **29 CFR 1614**

An agency shall make reasonable accommodation to the known physical or mental limitations of a qualified handicapped applicant or employee unless the agency can demonstrate that the accommodation would impose undue hardship on the operation of its program.

#### **Working Definitions**

Individual with handicap(s): One who:

(1) has a physical or mental impairment which substantially limits one or more of such person's major life activities (caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working),

(2) has a record of such an impairment, or

(3) is regarded as having such an impairment.

Physical or Mental Impairment:

(1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal; special sense organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or

(2) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Qualified Individual with handicap(s): With respect to employment, an individual with handicap(s) who, with or without reasonable accommodation, can perform the essential functions of the position in question without endangering the health and safety of the individual or others and who, depending upon the type of appointing authority being used:

(1) Meets the experience and/or education requirements...or

(2) meets the criteria for appointment under one of the special appointing authorities for handicapped persons.

Reasonable Accommodation: May include, but shall not be limited to:

(1) making facilities readily accessible to and usable by individuals with handicaps, and

(2) job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment

or modification of examinations, the provision of readers and interpreters, and other similar actions.

Undue Hardship: In determining...whether an accommodation would impose an undue hardship on the operation of the agency in question, factors to be considered include:

- (1) the overall size of the agency's program with respect to the number of employees, number and type of facilities and size of budget;

- (2) the type of agency operation, including the composition and structure of the agency's work force; and

- (3) the nature and the cost of the accommodation.

#### **MEDICAL DETERMINATIONS**

When an employee raises a medical condition as a defense against alleged performance or conduct deficiencies:

1. The burden is on the employee to provide the agency with medical documentation (within time limits set by agency), which establishes that:

- a) the employee has a medical condition/handicap which needs to be taken into account; and

- b) that the medical condition/handicap is causally related to the performance or conduct deficiency; (and, where appropriate)

- c) articulate an accommodation, if necessary.

2. If the employee fails to provide medical documentation, the agency should act on the basis of available information.

3. If the employee provides documentation but the agency (medical authority) considers it to be "unacceptable", the agency may either:

- a) require the employee to provide additional documentation, or

- b) offer the employee a medical exam by an agency-selected physician, at agency expense

4. If the employee fails to provide additional documentation or fails to participate in a medical exam, the agency should act on the basis of available information.

5. If the employee provides acceptable evidence which demonstrates that:

- a) a medical condition exists, and

- b) that the condition is causing or exacerbating the performance or conduct deficiency, THEN, The agency is responsible for determining:

- c) whether any accommodation is necessary, and, if so,

d) whether any "reasonable accommodation" can be made.  
(This is a management determination, not a medical one.)

6. If reasonable accommodation can be made either within the position, or by reassigning the employee, the agency must do so.

7. If the agency determines that no accommodation can be made or is reasonable, then the agency proceeds with appropriate corrective action. (The employee must also be counseled regarding disability retirement if appropriate.)

## **5 CFR 339 MEDICAL DOCUMENTATION**

The Office of Personnel Management (OPM) has defined medical documentation at 5 CFR 339.104 as follows:

"Medical documentation" or "documentation of a medical condition" means a statement which provides the following information, or the parts identified by the agency as necessary and relevant:

(a) The history of the medical conditions, including references to findings from previous examinations, treatment, and responses to treatment;

(b) Clinical findings from the most recent medical evaluation, including any of the following which have been obtained: findings of physical examination; results of laboratory tests; X-rays; EKG's and other special evaluations or diagnostic procedures; and, in the case of psychiatric evaluation or psychological assessment, the findings of a mental status examination and the results of psychological tests, if appropriate;

(c) Diagnosis, including the current clinical status;

(d) Prognosis, including plans for future treatment and an estimate of the expected date of full or partial recovery;

(e) An explanation of the impact of the medical condition on overall health and activities, including the basis for any conclusion that restrictions or accommodations are or are not warranted, and where they are warranted, an explanation of their therapeutic or risk avoiding value;

(f) An explanation of the medical basis for any conclusion which indicates the likelihood that the individual is or is not expected to suffer sudden or subtle incapacitation by carrying out, with or without accommodation, the tasks or duties of a specific position;

(g) Narrative explanation of the medical basis for any conclusion that the medical condition has or has not become static or well stabilized and the likelihood that the individual may experience sudden or subtle incapacitation as a result of the medical condition. In this context, "static or well-stabilized medical condition" means a medical condition which is not likely to change as a consequence of the natural progression

of the condition, specifically as a result of the normal aging process, or in response to the work environment or the work itself. "Subtle incapacitation" means gradual, initially imperceptible impairment of physical or mental function whether reversible or not which is likely to result in performance or conduct deficiencies. "Sudden incapacitation" means abrupt onset of loss of control of physical or mental function.

**AGENCY AUTHORITY REGARDING MEDICAL  
EXAMINATIONS  
(5 CFR 339.301 & 302)**

An agency may require a medical examination under the following circumstances:

a. Positions covered by specific medical standards, physical requirements, or a medical evaluation program. Since successful performance in these positions is dependent upon the incumbent's physical or medical status, an agency may require an individual who applies for or occupies such a position to undergo a medical examination:

(1) prior to appointment or selection (including re-employment after full or partial recovery from a medical condition);

(2) on a regular recurring, periodic basis after appointment;  
or

(3) whenever there is a direct question about an employee's continued capacity to meet the physical or medical requirements of a position.

b. Release from competitive level. An examination may be required when an individual is released from his or her competitive level in a reduction in force and the position to which the employee has assignment rights has specific medical standards or physical requirements which are different from those required in the employee's present position.

c. On-the-job injury. An agency may require an individual who has applied for or is receiving continuation of pay or compensation as a result of an on-the-job injury or disease to report for an examination to determine medical limitations that may affect placement decisions. (NOTE: Such an examination is not a substitute for the medical examinations provided for under 5 U.S.C. Chapter 81 and implementing Labor Department regulations, to determine whether compensation should be paid or terminated. Responsibility for such examinations rests with the Department of Labor.)

d. Psychiatric examinations (or psychological assessments). An agency may order a psychiatric examination or psychological assessment when:

(1) the results of a current general medical examination which the agency has the authority to order under this chapter show no physical basis to explain actions or behavior which may affect the safe and efficient performance of the individual or others, or

(2) a psychiatric examination is specifically required by medical standards or a medical evaluation program established under this chapter.

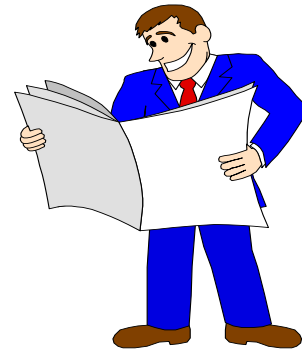
The psychiatric examination (or psychological assessment) must be carried out in accordance with accepted professional standards, by a physician or licensed practitioner authorized to conduct such examinations. Agencies must ensure that a psychiatric evaluation is used only to make legitimate inquiries into a person's mental status where that status has a direct bearing on the individual's ability to successfully perform the duties of his or her position without undue hazard to the individual or others.

#### Offering an Examination:

When a medical examination may not be required, an agency may, at its option, offer a medical examination (including a psychiatric evaluation or psychological assessment), or it may ask the employee to submit medical documentation, in any situation where it is in the interest of the

Government to obtain medical information relevant to an individual's ability to perform safely and efficiently, or where the employee has requested, for medical reasons, a change in duty status, working conditions, or any other benefit or special treatment (including reasonable accommodation or reemployment on the basis of full or partial recovery from a medical condition). If the individual refuses to be examined or to submit medical documentation, the agency should act on the basis of the information it has available—for example, the agency may refuse a benefit requested by the employee not supported by adequate medical documentation, or the agency may take action based on the employee's performance or conduct in the light of current medical knowledge.

# RESUMIX



## *How to Apply for Vacancies*

### **WHAT IS RESUMIX?**

The Army uses an automated system called Resumix to fill vacancies. The system uses state-of-the-art optical character recognition (OCR) software and a patented skills extraction system to read your Resume, extract skills and match them to job requirements. Army has consolidated all the resumes maintained by the Civilian Personnel Operations Centers into one central database. One resume will be on file for the centralized regions. There is no need to submit a new resume if you have one on file. For additional information The Army Job Application Kit is available on the internet at <http://cpol.army.mil/ner/resumix/jobkit/>.

### **HOW DO I APPLY FOR A VACANCY?**

The Army Resume Builder can be found on the Internet at <https://cpol.army.mil/> or from a hyper-link in the vacancy announcement. If you are applying through the Army Civilian Resume Builder, you will continue to select the CPOCs as you do now to send your resume. The system will automatically send the resume to the CPOC you identified.

Using the Army Resume Builder to apply for vacancies is a two-step process. The first step is to create your Resume and supplemental data. The second step is to submit your Resume and Supplemental Data to the Army Centralized Resumix database. The Army Resume Builder is designed to help ensure that your Resume can be read electronically. In addition, the Resume Builder allows you to save and store your Resume for up to six months, allowing you to retrieve and update your Resume as needed. In order to receive actual consideration for vacancies, however, you must submit your Resume and Supplemental Data to the Army Centralized Resumix database. This is done by going to the e-mail Resume page, selecting Central Database and clicking on Submit. Your Resume will automatically flow into the Army Centralized Resumix database. You may now apply for vacancies by taking advantage of our quick self-nomination process. Army vacancy announcements are posted at <http://www.cpol.army.mil/>. Simply click on Employment, then Army's Vacancy Announcements to find vacancy announcements of interest to you and for which you are within the area of consideration.

Applicants will submit a new resume after they have accepted a permanent position. This does not apply to temporary promotions or temporary reassignments.



## **HOW TO APPLY**

There are several ways to apply. They include:

- Using the Army Resume Builder (Preferred Method)
- By electronic mail (e-mail)
- By traditional surface mail

## **WHAT DO I NEED TO SUBMIT**

You will need to submit the following documents:

- Resume (Only Resumes will be accepted)
- Supplemental Data
- Self-Nomination

## **Spouse Preference Program Registration:**

The CPAC's Personnel Specialists are available to register eligible spouses of active military stationed at Fort Detrick into the Spouse Preference Program by appointment. Spouses may contact the CPAC at 301-619-2247 to set up an appointment for registration, or may come in to the CPAC during regular business hours, 0800-1600, Monday-Friday, to set up an appointment with a Human Resources Specialist.

## **Veterans Recruitment Appointment (VRA):**

Public Law 107-288 effected substantive changes to the Veterans Readjustment Act. Under the new law the following veterans are eligible for a non-competitive VRA appointment.

Disabled Veterans or;

Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or Armed Forces Service Medal (AFSM); or

Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

There are no time restrictions on appointment of the first two categories of veterans. There are no length of service requirements for all three categories of veterans. Veterans who are serving under the old Veterans Readjustment Appointment who do not meet new eligibility requirements for new VRA appointment may still be converted to career-conditional appointments upon completion of the current appointment.

The maximum grade level at which appointments may be made is GS-11. Veterans must meet all qualification requirements. Veterans with less than fifteen years of education must receive training or education.

After two years of successful employment, appointments must be converted to career-conditional appointments.



# WEBSITES INFORMATION

RESUMIX INFORMATION: <http://www.cpol.army.mil/ner/index.html>

CIVILIAN PERSONNEL ON LINE: <http://www.cpol.army.mil>

GOVERNMENT EMPLOYMENT INFORMATION: <http://www.usajobs.opm.gov>

FORT DETRICK HOMEPAGE: <http://www.detrick.army.mil>

USAMRMC HOMEPAGE: <http://mrmc-www.army.mil>

PERSONNEL TOPICS INFORMATION: <http://www.cpoc.army.mil/permis>

ARMY BENEFITS CENTER – CIVILIAN: <https://www.abc.army.mil>

THE WORK NUMBER FOR EVERYONE: <http://www.theworknumber.com>

ELECTRONIC LEAVE AND EARNING STATEMENT: <https://mypay.dfas.mil>

THRIFT SAVINGS PLAN (TSP): <http://www.tsp.gov> or <https://www.abc.army.mil>

FEDAMERICA: <http://www.fedamerica.com>

FEDWEEK: <http://www.fedweek.com>

FIELD ADVISORY SERVICES (FAS): <http://www.cpms.osd.mil/fas>

PER DIEM RATES: <http://www.dtic.mil/perdiem>

OFFICE OF PERSONNEL MANAGEMENT (OPM): <http://www.opm.gov>

DEFENSE FINANCE & ACCOUNTING SERVICE: <http://www.dfas.mil>

NATIONAL ARCHIVES & RECORDS ADMINISTRATION: <http://www.nara.gov>

FEDERAL TIMES: <http://federaltimes.com>

SOCIAL SECURITY ADMINISTRATION: <http://www.ssa.gov>

FEDERAL DESK: <http://www.feddesk.com>

# **CPAC INFORMATION FACT SHEET**

## **Self-Help Information Center:**

Walk-in Information Center located in Building 810, First Floor, Room 120.  
Hours of Operation: 0800-1600 Monday through Friday.

### *Features Include:*

- Local Fort Detrick Vacancy Announcements (Appropriated Fund and NAF)
- Federal Government Vacancy Announcements
- Application Forms
- Information on Completing a Resume

## **Fort Detrick Job Vacancy Hotline Phone Number:**

**301-619-2783**

Provides information on current Fort Detrick Job Vacancies, procedures for applying for Fort Detrick Vacancies, how to contact Office of Personnel Management, and gives an opportunity for callers to request forms, announcements, and leave messages for the CPAC staff.

## **CPAC Office:**

**301-619-2247**

### *Features Include:*

- Access to Detrick CPAC staff
- Ability to Request copies of Vacancy Announcements
- Information on NAF Vacancies and NAF Employment